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**PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
3 November - 9 November 1983**

I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. Production:

2. Recruitment Packages - A request has been received to print 50,000 copies of an Agency eight-part recruitment package. These packages are printed periodically; however, the request is usually for five to ten thousand copies.

3. Acme of Skills - The annual request for reprinting this publication was for 10,000 copies; however, before the production was complete, a request for an additional 10,000 copies was received.

B. JPRS Printing Takeover: A great deal of activity relating to the P&PD takeover of JPRS printing support has occurred during this past week. JPRS and P&PD personnel have completed an implementation plan for the transfer of personnel, equipment, funding, and responsibilities. Chief, P&PD has met with JPRS personnel and explained the P&PD takeover of responsibilities and addressed their questions and/or concerns. P&PD management is reviewing the JPRS personnel files, and plans are underway for transferring FY-1984 JPRS funds to P&PD. On 7 November 1983,  from the P&PD Planning Staff reported to JPRS to assume the responsibility for managing their printshop and assisting in the transfer of responsibilities.

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C. Quality Circles Meeting: P&PD Quality Circles participants, along with the Director of Logistics, Chief, P&PD, and Dave Francis, the QC Consultant, held a meeting at Central Depot on 3 November 1983. The purpose of the meeting was to provide an opportunity for the QC teams and management

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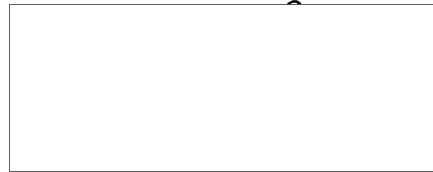
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to have time away from the job to discuss progress and/or problems with the Division QC initiatives. Overall, the meeting was viewed by the participants as being very successful. It addressed several of the participants concerns about the program and provided the opportunity for the QC teams to interact with one another and management.

II. Significant Events Anticipated During the Coming Week

None

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